



Municipal Records
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March 13, 2019

Matt Chapman
MuckRock News
DEPT MR 68158
411A Highland Ave.
Somerville, MA 02144-2516
Via email to 68158-036742630@requests.muckrock.com

Re: March 6th, 2019 Colorado Open Records Act ("CORA") Revised Request

Mr. Chapman:

This letter is in response to your January 30, 2019 and March 6, 2019, request for public records ("Request") generally requesting records pertaining to email metadata for all emails sent and received during January 2019. This letter summarizes the City's identification, estimation, and production of documents responsive to your Request for public records.

Requests and City's Response:

I have reviewed your amended Request for public documents along with the City's IT Department. I summarized your request for public documents and the City's response below:

Request. For all email accounts under the management of this city, please provide me the following information for all emails sent and received during January, 2019:

1. From address
2. To address
3. bcc addresses
4. cc addresses
5. Time
6. Date

E-mail metadata is trivially exportable from the IT infrastructure of any modern e-mail archiving or data retention system- such as Microsoft Outlook 365, Google, Datacove, etc.- and should be deliverable in a .CSV, .XLS, or other machine readable format. **The City identifies this as Request #5576.**

City's Response: While you provided some direction, your request did not change, so the City's response is similar. The City has systems, policies and storage capacity that require steps in addition to what you requested. The City is unable to prepare a response to your request, so the

City has received an estimate for an Exchange Technical Architect to perform the work in approximately 43 hours to prepare a response to your Request.

Time Estimate & Deposit:

The City's response to your Request is anticipated to take more than an hour to complete. Therefore, pursuant to the City's Policy APM 4-9 on Colorado Open Records Act Requests, the City charges \$30 per hour for each hour in excess of the first hour and requires an advance deposit of 50% of those costs before conducting the search. The first hour is free. All time spent researching, retrieving and manipulating records in accordance with the Request shall be included in the overall cost. If the City does not have the resources or expertise necessary and must contract with an outside consultant to respond to your Request, then the City requires that the costs be paid in advance of the City contracting with a consultant to perform the work. Full payment by check made payable to the City of Aurora for all costs shall be made prior to the disclosure of records.

The City of Aurora has spent at least 3 hours researching and reviewing your Request #5576, as detailed above, and estimates that a search for responsive documents in the City's files will take between 40-56 **hours by an outside consultant at \$165.00/hour. Therefore, a deposit of \$6,630 must be made before the collection of additional documents commences.** Please be advised that additional time may be needed to review, redact, segregate, and provide the materials responsive to your request.

Based on the scope of your request, some potentially responsive records may not be subject to disclosure under CORA. I expressly reserve the right to deny or appropriately revise my response to the Request and any future similar requests.

Inspection & Copying

The City will provide copying of records at the rate of \$.25 per standard page or the actual cost for non-standard pages. The time for copying will be included in the costs assessed as outlined above.

Feel free to give me a call if you wish to narrow and clarify your requests. Alternatively, you may remit payment by check for the City to begin compiling the records responsive to your request as identified in this letter. Upon receipt of the deposit, the City will compile the records and either email them or make them available for inspection at a mutually agreeable time. Feel free to give me a call or submit another request if you wish to narrow your Request.

Sincerely,

Lisa Horton

Lisa Horton, CMC
Municipal Records Supervisor

Cc: Rachel Allen, City Attorney's Office (via email)
Danny Santee, IT Enterprise Systems Supervisor (via email)
Timothy Bagley, Systems Administrator II (via email)